

GHULAM MUSTAFA

December, 19-2022

Dear, Hiring Manager

I have over 6 years of experience out of which 5 years of experience in finance, compliance, administration and management in development industry. After starting career in development business, I spent approx. 2 years in public accountancy services including audit/compliance services, risk advisory, people advisory, nonprofit/Corporate law and taxation advisory. I am trained and have implemented multiple donor financial rules and regulations effectively for the past five years with clean audits. Different donors with whom I have worked over years are UNDP, UNICEF, SEF-IELP, RDF, Trocare, NRSP, WWF, TRDP, JICA, NCA, KNH and META.

A brief of my relevant experience is as follows:

- Administration of project operations, budget and financial management, grant and sub grants financial management, risk identification and management, compliance with contractual terms and overreaching regulations.
- Supply-chain management, including accounting software, security management, logistics management and government liaison; Recruitment, orientation and periodic performance evaluations of staff and mentoring; preparation of work plans, strategies, periodic donor reports; interacting and coordinating with various partners and donors;
- Trained management officials in finance, grants management and compliances;
- Managed funds in complex and evolving regulatory and compliance requirements, multi-donor portfolios and quick spending anticipation situations;
- Strong inter-personal communication, coordination, and representational skills, developed analytical monitoring and evaluation skills, solution-oriented, with ability to think 'out the box'.

Ghulam Mustafa

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Summary

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Education

MBA Finance-2017, University of Sindh Jamshoro

Experience

- **Finance Associate:** Research & Development Foundation (RDF) Feb-2022 to till Present
- **Site Manager:** Taj Petroleum Pvt Limited June-2021 to Feb-2022.
- **MSME Officer:** Telenor Bank Microfinance Feb-2021 to May-2021.
- **Admin Finance Manager:** Institute of Rural Management (IRM) Oct-2019 to Aug-2020.
- **Finance Consultant:** Village Improvement Society & Welfare Association (VISWA) Jan-2018 to April-2020.
- **Admin Finance Manager:** Indus Resource Centre (IRC) Sep-2018 to Sep-2019
- **Admin Logistic Officer:** Sindh Student Youth Development Organization (SSYDO) June 2018 to Sep-2018
- **Admin Account Officer:** HUADONG Wind power project-Thatta. Dec-2016 to Nov-2017
- **Admin Account Officer:** EEA ENGR: ADNAN ALI (Govt Contractor), Jan-2016 to Nov-2016

Certification

- 4 Months training in Computerized Financial Accounting at SZABIST
- 3 Days orientation training on MSME product information, Marketing Tools & Techniques, and Disbursement procedure. (Telenor Microfinance Bank Ltd)
- Two days' workshop on introduction to accounting, book keeping & financial reporting.
- ASER Survey 2013 (Annual status of education report (ASER) Pakistan A national initiative for quality education)
- 3 days Training/Workshop on operation focused training on STRENGTHENING ELECTORAL AND LEGISLATIVE PROCESS (SELP) conducted by TDEA partners of UNDP.

Reference

On Request